

Acquiring Micro-level NCES Data

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Module Objectives

- Describe what constitutes public-use versus restricted-use data
- Describe the process for acquiring public-use micro-level datasets and supporting materials
- Describe the process for acquiring restricted-use micro-level datasets and supporting materials

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Micro-Level Data

What are Micro-Level Data?

- · Information at the level of individual respondents
- Variables recorded separately for every responding person or entity
- Examples of microdata:
 - · Individual responses to survey items
 - Each respondent's demographic characteristics
 - · Individual student academic achievement scores



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Steps for Protecting Respondent Confidentiality

Step	Restricted-Use	Public-Use
All direct identifiers are removed	X	X
2. Perturbations are introduced	X	Χ
Disclosure risk analyses are conducted to identify potential disclosures		X
Data protections in the form of coarsening or suppression are applied		X

Acquiring Public-Use Datasets

- Restricted-use data files contain more detailed information than the public-use files
- Survey information and documentation can be accessed and downloaded from the appropriate NCES study website
- Data products and survey publications can be located and downloaded using the electronic catalog at http://nces.ed.gov/pubsearch/
- Data can either be downloaded directly from a survey website using one of the NCES data tools (e.g., eDAT) or mailed to the requestor on a CD-ROM/DVD
- Specific instructions for acquiring NCES datasets are given in the DLDT survey-specific modules



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Restricted-Use Data

- Contain individually identifiable information that is confidential and protected by law
- Researchers interested in accessing restricted-use data must apply for a license from NCES
- There are significant criminal penalties for knowingly publishing or communicating any individually identifiable information
- Laws provide for security and confidentiality of personal data



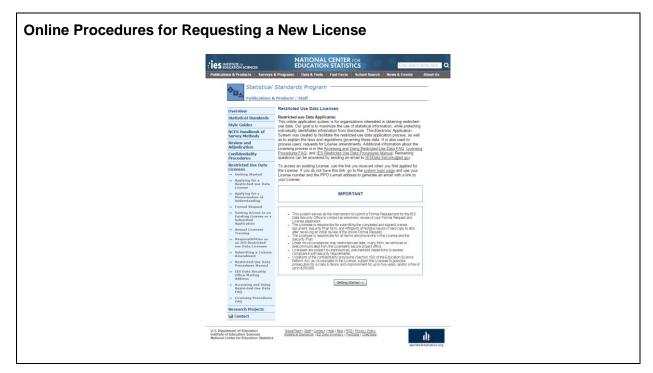
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Restricted-Use License Information

- Contract through which IES/NCES loans a qualified organization the data under certain terms and conditions
- Requestor must
 - State a justification for the data use
 - Submit required documents
 - Agree to keep the data secure from unauthorized disclosure at all times
 - Agree to unscheduled inspections by the IES data security personnel to ensure compliance
 - Agree not to publish or release unrounded, unweighted counts (n's)
 - Agree to submit all work products to NCES for disclosure review prior to sharing with anyone not authorized on the same license
- Two types of permissions
 - Restricted-Use License (Universities, Organizations)
 - Memorandum of Understanding (Federal Agencies)

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Parties to a License Principle Project Officer Senior Official **System Security Officer** (PPO) (SSO) (SO) Has the legal Responsible for dayto-day operations authority to sign a Oversees security involving the contract for the of the data requested data organization



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#	Step	Requirements	
1	Learn About the Licensure Process	Read through the information on the "Getting Started" page at http://nces.ed.gov/statprog/instruct.asp	
2	Download, review, and complete documentation requirements	IES License Document (contract) Affidavits of Nondisclosure (signed and notarized) Security Plan Form Restricted-Use Data Procedures Manual NOTE: The manual is not a submitted document but is one that you must read and confirm as part of the application process. The manual can be accessed at: http://nces.ed.gov/statprog/rudman/	
3	Complete online application	PPO must submit formal request, with the following information The PPO, SO, and SSO contact information The name(s) of the dataset (e.g., ECLS-B 9-month-Kindergarten 2007 DVD) The purpose for the loan of the data, including justification for needing the restricted-use data The length of time you will need the data (Maximum of 5 years)	
4	Mail required documentation	Submit hard copies of your License Document, Affidavit(s), and Security Plan Form to IES Data Security Office U.S. Department of Education/IES/NCES 550 12th Street, SW Room 4060 Washington, DC 20202	
5	Submit questions, if necessary	Questions can be emailed to IESData.Security@ed.gov	

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Amending an Existing License

- Request amendments to an existing license when you
 - Add researchers
 - o Remove researchers
 - Add more data
- Use license number and PPO's e-mail address to obtain a URL link to the license

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Module Summary and Resources

Summary

- Described what constitutes public-use versus restricted-use data
- Described the process for acquiring public-use micro-level datasets and supporting materials
- Described the process for acquiring restricted-use micro-level datasets

Resources

- Publications & Products Search
- Restricted-Use Data Licenses
- Restricted-Use Data Procedures Manual
- IESData.Security@ed.gov